

Report Date: 28 Apr 2014

Summary Report for Individual Task

805D-208-3003

Prepare Justification and impact statement for all budget line items.

Status: Approved

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: Given: a computer, a List of unfinanced requirements, unit ministry team (UMT) mission statement, Command Master Religious Plan (CMRP), Installation Commander's and Installation Staff Chaplain's guidance, and local guidance for preparing the Command Operating Budget (COB). This task should not be trained in MOPP 4.

Standard: Justify all line items within Appropriated Funds and Non-Appropriated Funds budget stating justification for all items.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: This task should be completed prior to the next fiscal year, providing detailed justifications for all line item request.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify all needs to operate within planned fiscal year in conjunction with your CMRP and local guidance.
2. Determine if the item will be funded by Appropriated funds or Non- Appropriated funds.
3. Identify priorities of request by determining level of importance.
4. Identify the impact of requested requirements, determine the impact of the mission if this request is not approved.
5. Prepare required request with justification statements for all line items including impact if request is denied.
6. Submit request through proper channels.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed. Score the Soldier NO GO if any step is failed. If the Soldier fails any step, show or tell him or her what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Evaluate this task during Garrison operations if possible, this task can also be completed during a field environment. Give the evaluated Soldier guidance, vision, and common mission so they can determine justification of need requirements.

Brief Soldier: Tell the Soldier that he/she will be evaluated on his/her ability to identify, understand, and comply with requirements pertaining to Preparing a Justification and Impact Statement for all Budgeted line items. Tell the Soldier that he/she will also be evaluated on his/her ability to identify requirement and purchased pertaining to guidance, vision, and common mission.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified need to operate within planned year.			
2. Identified funding sources for all requested requirements.			
3. Identified priorities of all request.			
4. Identified the impact of requested requirements.			
5. Prepared required purchase request with justification statements for each line item.			
6. Submitted request through proper channels of supply.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 165-1	Army Chaplain Corps Activities	Yes	No
	DA PAM 165-18	Chaplaincy Resources Management	Yes	No
	FM 1-05	Religious Support	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel

are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None